

STANDARD FORM NO. 64

STATINTL *Office Memorandum* • UNITED STATES GOVERNMENT

TO

FROM

DATE: 3/18/60

SUBJECT: Hull Report (1 Oct- 31 March)
1959 1960

M R W
1 sentence short
for all of this
YC

Principal activity of DD/S Mgt Analysis Staff during this period:

1. Procedures

~~Area~~ Depth survey of a major support component, resulting in number of procedures changes resulting in increased efficiency.

of Public Works Activity

b. Refinement of procedures in maintenance management program/at major Agency Base.

printing plant

c. Reduction in processing time of information reports (CS) from an average of 40 hrs to an avg of 15 hrs. (working hours)

2. Training

Instituted planned development program to increase professional competence of the staff.

used in previous report